



Rhode Island's Career Resource Network

# News Corner

Volume 2, No. 1

Spring 2003

Support for Academic and Career Counseling Programs



## STRESS

A little stress is a good thing. It keeps a person alert and motivated. Excess stress, however, is not a good thing. People who are overstressed may show symptoms in feelings, thoughts, and physiology. Symptoms may include feeling anxious, scared, irritable, or moody. A person may have low self-esteem, fear of failure, inability to concentrate, and be easily embarrassed or forgetful. Increased heart beat, perspiration, trembling, tiring easily, sleep problems, digestive upsets, or headaches may occur. One cannot relax, feels tired all the time, finds holidays and celebrations overwhelming, and may have a sense of being out of control.

What does this have to do with career management? The Real Game series defines career as "the combined total of all the events in our lives, from the time we are born until we die, including education, work, family, leisure activities, and more." Obviously these various aspects of our lives affect each other. Stress at home will affect performance on the job, and vice versa. A person who is managing his career successfully needs to know how to manage stress.

Stress is usually a result of change. Geographic mobility, transfer to a new school, marriage, pregnancy, a new job or life style, death of a loved one, and being fired from your job all produce stress. Time pressure, competition, financial problems, and a noisy environment also may be factors. The current work situations of many people

definitely have many stressful aspects, including requiring more work with fewer people, layoffs, and changes in technology.

The career counselor can assist students/clients to prepare for stressful situations by ensuring that they are aware of the forces which create change. Changing technology, economic recession, environmental disaster, resource depletion, layoffs and cutbacks, and health problems are some of these forces. They affect some industries and occupations more than others. People who are aware of these forces are better prepared to cope with them.

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Other stress-reducing factors related to career management are a positive self-image, recognition of one's limits, talking with others, setting realistic goals, setting priorities, and managing time and money wisely. Techniques for managing stress are built into the *Real Game* series and other career management materials.

One of the many Internet resources related to stress reduction is [www.librarysupportstaff.com/relaxsites.html](http://www.librarysupportstaff.com/relaxsites.html).

## Secretary's Commission on Achieving Necessary (SCAN) Skills Poster Now Available

The Secretary's Commission on Achieving Necessary (SCAN) Skills poster is now available in hard copy and on-line from the CRN. This poster depicts Foundation Skills and Workplace Competencies an individual needs to get and keep a good job. Each is broken down into direct and specific qualities.

Also, the CRN Career Clusters poster is now available in Spanish (see the Winter edition of the News Corner). To request a copy of either poster, send us a fax (462-8766) or e-mail ([crn@dlt.state.ri.us](mailto:crn@dlt.state.ri.us)), along with your complete postal address.

**Rhode Island Career Resource Network**  
**SCAN Skills...**  
Secretary's Commission on Achieving Necessary Skills

**Foundation Skills**  
(Skills/Qualities that underlie Competencies)

- 1.) Basic Skills:**
  - Reading & Writing
  - Arithmetic & Mathematics
  - Speaking & Listening
- 2.) Thinking Skills:**
  - Ability to Learn, Reason, & Think Creatively
  - Make Decisions
  - Solve Problems
- 3.) Personal Qualities:**
  - Individual Responsibility
  - Self Esteem & Management
  - Sociability & Integrity
- 4.) Systems:**
  - Understand Social, Organization & Tech Systems
  - Monitor & Correct Performance
- 5.) Information:**
  - Acquire & Evaluate Data
  - Organize & Maintain Files
  - Use Computers

**Workplace Competencies**  
(Skills Necessary for Workplace Success)

- 1.) Resources:**
  - Manage Time, Money
- 2.) Interpersonal Skills:**
  - Team Work
  - Work with Diversity
  - Teach Others
  - Negotiate
- 3.) Technology:**
  - Select Equipment & Tools
  - Apply Technology
  - Maintain and Troubleshoot

**RI Career Resource Network**  
1511 Pontiac Ave. Cranston, RI 02920  
(401) 462-8790

**A Solid Foundation to Get a Job and Keep It.**



**Training** for the *Be Real Game*, designed for students in grades 9 - 10, is scheduled for Wednesday, April 9, from 8:30 to 3:00, at the Dept. of Labor and Training. Information and registration forms are on the CRN web site, [www.dlt.state.ri.us/crn](http://www.dlt.state.ri.us/crn)

(click on "training," then "The Be Real Game.") At this time, the class is not yet filled. Depending on how a school will use the *Be Real Game*, the workshop is appropriate for teachers in a variety of curriculum areas, as well as counselors, school-based coordinators, and others who work with groups of students on career planning.

**An article by Julia Steiny** describing *The Real Game* was recently published in the Providence Sunday Journal. Ms. Steiny, who prepares an article on education each week, collected information for many months. She visited two classes at Lincoln Middle School taught by Sue Cawley, a family/consumer science teacher who has used *The Real Game* for several years and is qualified as a facilitator trainer.

**Workshops** for four of the Real Game series were conducted in January and February by the CRN. Further training for each of the four games is being planned. Additional information, when available, will be posted on the CRN web site and will be distributed by mail. You may also call the CRN at 462-8746.

**Supplementary resources** for users of any of the Real Game series can be found on the web site [www.realgame.org](http://www.realgame.org).

## CIDS News

Tom Culhane, manager of the RI CRN, has been appointed to a North American Advisory Committee for Bridges.com. He attended a meeting in February with top managers of Bridges.com and representatives of several other states and Canadian provinces. Bridges.com is the publisher of Choices, CX Online, Career Futures, Paws in Jobland, and other computer programs used in the Rhode Island Career Information Delivery System (CIDS). Several significant improvements for Choices 2004 were reviewed. The basic plan for the next generation of Choices, now called iChoices, was presented in detail and suggestions were provided by those attending the meeting. iChoices is a new program which incorporates almost all the features of Choices and CX Online plus additional features with an improved "look and feel." This project is in the systems analysis stage and since implementation is as much as two years away there is no information at this time on availability, cost, or other details. Additional information is being distributed to users of Bridges.com programs.

## Occupational Focus:



## Entrepreneur (SOC 11-1021)

Occupational titles, such as Artist, Carpenter, or Teacher, are familiar to most people. But many are unfamiliar with Entrepreneur. It is not listed in the Occupational Outlook Handbook (OOH), and a search of O\*NET will refer to the occupation General & Operations Managers (SOC 11-1021). Webster's Ninth New Collegiate Dictionary defines Entrepreneur as "one who organizes, manages, and assumes the risks of a business or enterprise." In general, use of the term usually refers to a person who takes the initiative to start a new business. An Entrepreneur, therefore, could be thought of as a person in one of the familiar occupations who uses his skills and knowledge to start a new enterprise.

Anyone considering being an Entrepreneur should have a solid background of education and experience in business and in the technical area involved in the business. For example, a person starting a business in the retail sales area should have knowledge and skill in business management and also in retail marketing.

There are opportunities for creative persons to start a business which is unusual but which provides a needed service. For example, some persons have started a business as a Personal Shopper, helping people make their retail purchases. This service may be needed by the growing population of elderly persons, as well as by other businesses. One advantage of this kind of business is that one can start small with a minimum investment. On the down side, the risk of failure is great, income can vary wildly, there is little or no job security, and the hours can be very long.

Entrepreneurship could be considered by persons with a particular skill, such as Carpentry, Computer Repair, or Athletics. Other opportunities include Cartoonist, Celebrity Personal Assistant, Children's Book Author, Coffee House Owner, Event Planner, Mystery Shopper, Professional Golfer, Stand-Up Comic, or Wedding Planner. It may be difficult to find information on some of these in the usual career information sources, but a search of the Internet should be helpful.

## Hint for Users of Bridges.com Products

Choices and other Bridges products are delivered in a small box. The CD-ROM and instructions in the box are needed by the person who loads the program. Other items (*At a Glance* booklet, poster, and loose pages) are needed by the counselor or teacher who uses the program, along with some information in the installation booklet. It is important, therefore, that the contents of the package get to the proper individuals and not be mislaid. This is especially critical for Internet-based programs because the loose sheets may contain passwords and other information, without which the program is useless.

# What's New in the CRN Corner?



**New Regulations of the Board of Regents for Elementary and Secondary Education**, passed in January, recognize the importance of career counseling. The regulations are intended to improve high schools and ensure literacy for students entering high school. They require personalized learning environments. Approaches closely related to career counseling include student advisories and comprehensive K-12 counseling systems. The regulations require strategies for responding to, recording, and planning for each individual student's social/emotional, academic, and career needs (the three major development needs identified by the American School Counselor Association (ASCA)) beginning no later than grade five.

**Construction Career Day** for 2003 will be April 23 and April 24 at the R. I. Department of Transportation MidState facility in East Greenwich. This program presents an opportunity for high school students to learn about the construction industry and the career opportunities it provides. There is a severe shortage of construction workers. At the same time, many students overlook the opportunities which may be a good match for an individual's interests and skills. For more information check [www.planning.state.ri.us/t2/riccd\\_about.htm](http://www.planning.state.ri.us/t2/riccd_about.htm) or check with your school's school-based coordinator or guidance office.

**Students in Service to America** is a guidebook for adults who work with young people in schools, after-school programs, and community groups and organizations. It provides a plan for bringing volunteer service to the classroom, examples of service-learning, tools for designing and implementing service programs, a list of national organizations and a list of programs that recognize students with volunteer experience. The 31-page guidebook is available on-line at [www.studentsinservicetoamerica.org](http://www.studentsinservicetoamerica.org).

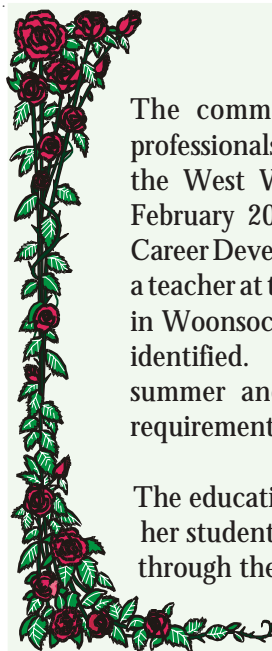
Do you have comments or suggestions on the contents of our CRN News Corner? Do you have information that you'd like us to publish? If so, please write, call, fax or e-mail us at:

## Career Resource Network

Thomas Culhane, Career Resource Network Manager  
RI Department of Labor and Training  
1511 Pontiac Avenue, Cranston, RI 02920  
(401) 462-8790 phone, (401) 462-8766 fax  
[tculhane@dlt.state.ri.us](mailto:tculhane@dlt.state.ri.us)  
[www.dlt.state.ri.us/crn](http://www.dlt.state.ri.us/crn)

A New Look for the LMI Web Site! **Rhode Island's Labor Market Information (LMI) unit recently launched its redesigned web site.** The enhanced Internet presence offers easy access to a wide variety of labor market statistics, including industry trends, wage rates, employment levels, occupational projections, and demographics. Employers and jobseekers will now find pertinent data and publications with download capabilities right at their fingertips. These options will deliver timely labor market information to users throughout the Ocean State and around the world. Visit LMI on the web at [www.dlt.state.ri.us/lmi](http://www.dlt.state.ri.us/lmi)

**Debbie Bacon**, school-based coordinator at the Newport Career and Technical Center and a certified Career Development Facilitator (C.D.F.), is author of *10 Things to Consider Before Making a Career Change* published on the web site [www.fabjob.com](http://www.fabjob.com). To access the article click on "fabadvice" in the menu at the left side of the home screen. The fabjob site is also worth looking at for the information on occupations not included in most listings (such as Wedding Planner).



The community of career development professionals lost a friend and colleague in the West Warwick Station nightclub fire February 20. **Bridget Sanetti**, a certified Career Development Facilitator (C.D.F.) and a teacher at the Hillside Alternative Program in Woonsocket, was one of the first victims identified. She took the CDF course last summer and completed the certification requirements in the fall.

The education community in Woonsocket, her students, and those who knew Bridget through the CDF class and CRN activities will miss her.

## A Web Site Worth Surfing:



## New York's CareerZone

[www.nycareerzone.org](http://www.nycareerzone.org)



New York's CareerZone is a useful and free tool for accessing O\*NET data on occupations and links to many related web sites, as well as resources for teachers and counselors. This is not a substitute for a full career planning tool such as *Choices*, but it does provide quick access from any computer with Internet capability. The opening screen lists several career clusters (fewer than the 16 clusters of the U. S. Department of Education). Selecting one of these clusters leads to a list of occupations related to that cluster. Clicking on an occupation name provides information on the occupation, much of which is from the O\*NET system but in a more friendly format. The information includes occupational description, interests, tasks, skills, knowledge, education required, school programs, wages, job outlook, additional resources (a link to the Occupational Outlook Handbook (OOH)), a list of similar jobs, and available job openings.

The New York State Department of Labor developed and operates CareerZone. The persons who have this responsibility are also the staff of the New York State Career Resource Network. The application is well designed and, since it is Internet-based, there is no charge to users. However, information on wages, job outlook, and available job openings is New York State specific.

Teachers will find lesson plans, worksheets, and other resources in CareerZone. Counselors will find assessment tools and mental health information.

**STAT-TRACK ....** is a fast, easy way to access the *CRN News Corner*, and other publications as soon as they are released, from the convenience of your own computer!!! If you would like to take advantage of this wonderful option in lieu of receiving a hard copy, please give us a call at (401) 462-8790, or e-mail [nucci@dlt.state.ri.us](mailto:nucci@dlt.state.ri.us) and ask him to add you to the Stat-Track e-mail notification list.